

**DCF Division of Family & Community Partnership
Office of School Linked Services' (OSLS)
Parent Linking Program Job Description**

Title: Case Manager

Position Overview

This is a full-time grant position responsible for the provision of case management services to expectant and parenting teens in a school based setting.

The funds for this position has been made possible grant awarded to NJ Department of Children and Families (DCF) by the U.S. Department of Health and Human Services', Office of Adolescent Health's Pregnancy Assistance Fund (OAH PAF) to implement the NJ project Promoting Success for Expectant & Parenting Teens New Jersey (PSNJ). The PSNJ project allows NJ DCF to expand and enhance the NJ School Based Youth Services Program (SBYSP) Parent Linking Program (PLP) competent.

Responsibilities:

- Intensive Case management services that include
 - Counseling (individual, group and as needed family counseling)
 - Resource and referral
 - Educational services (parenting education and support groups, life skills training, comprehensive family life education)
 - Development guidance to expectant and parenting teen mothers/fathers and their families
- Collaborate with other staff members, referral sources, and social support network to provide appropriate services to participants and their families.
- Facilitate parenting education, life skills and comprehensive support groups for program participants.
 - Become trained in the evidence based curriculum for the program: *"Partnering with Teen Parents"* and *"Safe Dates"*.
- Maintain appropriate participant records and data collection
- Advocate for appropriate resources for participants, their children and their families with the school and community agencies
- Provide home visits as necessary
- Responsible for program intake and transitioning of program participants
- Responsible for recruitment of program participants

Qualifications:

- An advanced degree in social work or a comparable human service field and related experience or a Bachelor's degree in social work or a comparable human service field and related experience, with supervision by a person with an advanced degree in social work or a comparable human service field and a minimum of two years' experience in direct services or case management.
- Knowledgeable of adolescent and infant/child development
- Knowledge of community organization and collaboration building.
- Excellence in written and oral communication
- Experience in case management and group work
- Awareness of cultural diversity and its impact on planning and provision of services
- Strong ability to problem-solve